



CITY OF MIAMI BEACH

ANNOUNCEMENT OF UNCLASSIFIED POSITION



EXECUTIVE OFFICE ASSOCIATE I

\$42,300.75 - \$68,318.84 ANNUALLY

DESCRIPTION OF DUTIES

Advanced responsible clerical and administrative support work to an Assistant City Manager (ACM). Serves as main point of contact for ACM and liaison with department directors and provide support in coordinating the operation and activities of each department. High level of attention to detail in coordinating and supporting all aspects of ACM's role as Senior Administrator for the City. Assists in the drafting of agreements, contracts, legal documents, city commission memorandums, resolutions and ordinances. Produces correspondence, reports, schedules and replies to various requests. Produces minutes and maintain schedules of meetings and/or make travel arrangements and reservations. Coordinates department or City-wide projects and programs. Collects and processes data, conducts analysis and prepares statistical reports. Arranges meetings and conferences. Receives and screens phone calls and interacts directly with constituent complaints and concerns with delivery of municipal services.

REQUIREMENTS

Bachelor's degree in Public/Business Administration or a related field and three (3) years full-time responsible administrative support experience including computer proficiency in word processing and spreadsheet programs. Experience may substitute for education on a year-for-year basis. Considerable experience in secretarial work, including some experience in local government offices.

DESIRES

Considerable knowledge of the use of modern office equipment, including, but not limited to: copiers, telephone communications equipment, Outlook, Word, Excel, PowerPoint, and various computer software programs. Knowledge of City government, organization and operations. Considerable knowledge of Business English, Spelling and Business Arithmetic. Ability to maintain clerical records and to prepare reports from such records. Ability to make arithmetic calculations, to maintain office files and records, and to operate office calculators. Ability to understand and follow written and verbal instructions. Ability to establish and maintain effective working relationships with other employees, City officials, and the general public.

Send 2 Detailed Resumes
by close date to:

CITY OF MIAMI BEACH, CITY HALL
Human Resources Department
1700 Convention Center Drive
Miami Beach, FL 33139
jobs@miamibeachfl.gov

CLASS NO: 2108
UC NO: 0563UO

NO FAX ACCEPTED

ATTENTION: EOAI-I

EOE/AA/ADA/VET PREF PER FL LAW